

SURVEY AND CERTIFICATION PROCEDURES MANUAL

Site Feasibility and Approval to Occupy for Work/Community Supports

Introduction and Purpose

Site Feasibility and Pre-Placement review is conducted to determine if a proposed location for a work/community support offers a safe and suitable environment for individuals before it can be occupied. The review is designed to provide technical assistance to providers and DMR Area/Regional Staff by identifying any features affecting the well-being of individuals that would need to be addressed before the location can be occupied.

The role of the Quality Enhancement Division (QED) is to support both the provider and DMR Area/Regional Office when they are relocating and opening a location where work/community supports will be provided. Therefore, it is important that QED be involved early in the decision to relocate or open a new location by conducting the **Site Feasibility Assessment** of the potential location(s) before it is based or purchased by the provider.

The **Pre-Placement Review** is conducted when the work/community support location is ready for Occupancy in order to issue an **Approval to Occupy**. An Approval to Occupy must be issued before the building can be used by individuals.

Applicability of Site Feasibility and Approval to Occupy Requirements

For the purpose of these procedures, Site Feasibility and Approval to Occupy is required if individuals work or do other activities at a location that is owned or operated by the provider. Supported employment situations, where the individuals work at a location that is not owned or operated by provider are not subject to these procedures.

Site Feasibility

1. The Regional or Area Director is responsible for notifying the provider that approval from the Quality Enhancement Division is required by DMR before a final selection of property is made. This approval should precede a purchase of a property or signing of a lease.
2. As soon as a potential location is identified, the provider contacts the Regional Quality Enhancement Director who is responsible for the city or town where the work/community support will be located.
3. The QE Director assigns a Quality Enhancement Specialist to conduct a **Site Feasibility Assessment (Forms A and/or B)** of the potential location.
4. As a result of the assessment, the QE Specialist determines if the location is either not feasible or potentially feasible. If the location is potentially feasible and the provider decides to proceed, the QE Specialist issues a **Site Feasibility Report (Form C)** listing any modifications or other requirements that must be completed prior to occupancy. During this time the provider applies to the Local Building Authority for the applicable Certificate of Occupancy and building permits. It is

critical that the provider contact the building inspector early in the process, since the environmental requirements for the location will be dependent upon the identified "Use Group" in the Massachusetts State Building Code (CMR 780).

Approval to Occupy

1. Once the provider has made all necessary, renovations, repairs, and all needed furniture and equipment are at the work/community support location, the QE Specialist completes the **Pre-Placement Checklist (Form D)** to verify that the location meets all requirements and to documents any items that must be completed before an **Approval to Occupy (Form E)** is issued.
2. There may be circumstances when the Approval to Occupy cannot be issued. In these instances the Approval to Occupy form will list the issues to be corrected and the QE Specialist will follow-up to verify that corrective action has been taken. Once corrected, the Approval to Occupy will be finalized. Final Approval to Occupy is solely a Quality Enhancement function and is not the prerogative of any local building, health or other official. However, documentation of local authority approval (e.g., fire, building, health) for any renovations or uses (e.g., cafeteria) is required and must be available at the Pre-Placement Review.
3. Once the entire process is completed, the QE Specialists sends the data sheet and a copy of the Approval to Occupy to the Director of Survey and Certification. The data is entered in Central Office and a copy of the datasheet is sent to the Regional Office that conducted the review and, when needed, to the "host" region for the survey and certification of the provider.

**DEPARTMENT OF MENTAL RETARDATION
QUALITY ENHANCEMENT DIVISION**

A. SITE FEASIBILITY ASSESSMENT FOR WORK/COMMUNITY SUPPORTS

* This Assessment is based on the State Building Codes (B); Sanitary Codes (S); and the DMA Regulations.

QE Specialist:

Provider: _____ Proposed Address: _____ Date:

REG. REF.	REQUIREMENT	GUIDELINE	✓	COMMENTS
(B) 1205.1	<u>Work Area/Building</u> Lighting is adequate for individuals.	<ul style="list-style-type: none"> • There is artificial or natural lighting for individuals to complete work assignments. • Corridors, hallways, and offices have natural artificial or lighting. • Where there are no windows, there are emergency lights. 		
(S) 410.280	Ventilation is adequate for individuals.	<ul style="list-style-type: none"> • Where there are windows that are being used for ventilation, they can be easily opened to enable fresh air to come into the building. • Where there are no openable windows, there is a mechanical ventilation and air conditioning system. 		

REG. REF.	REQUIREMENT	GUIDELINE	✓	COMMENTS
(S) 410.501	<u>Work Area/Building</u> , cont. Windows and doors are weathertight and in good repair.	<ul style="list-style-type: none"> • Windows are in good repair (e.g., no cracked or broken window panes, has weather-stripping to prevent cold air from leaking in when moved). • Windows can be opened easily (e.g., no broken sash cords). • Doors can be opened easily (including by people in wheelchairs when needed). • Doors are free from cracks, holes, or broken glass. • Locks can be opened easily (no 2-way dead bolt locks). 		
(S) 410.500	Ceilings, floors and walls are in good repair.	<ul style="list-style-type: none"> • Ceiling and walls do not show evidence of leaking or water damage. • Ceiling panels are not missing or cracked. • Floor appears to be structurally sound. • No holes or worn floor boards. • No crack, loose or broken tiles or linoleum. 		
	Doors and windows needed for ventilation have screens.	Screens are used during the warm weather months. In certain situations where door or window screens are impractical, this requirement may be waived with adequate justification (e.g., building that is air conditioned).		
	<u>Kitchen, Lunchroom, And Cafeteria</u>			

REG. REF.	REQUIREMENT	GUIDELINE	✓	COMMENTS
(S) 410.250 (B)	Kitchen contains at least one electric light fixture and two wall type outlets in good repair.	<ul style="list-style-type: none"> • There is adequate lighting for intended use. • There are enough wall outlets for intended use. 		
(S) 410.100	Sink is free from visible leaks, clogging and loose or cracked pipes.	Sink is easily cleanable (no worn, cracked, or pitted areas).		
(S) 410.180	There is sufficient water pressure to both hot and cold water fixtures.	<ul style="list-style-type: none"> • QE Specialist should check each water source. • QE Specialist may require documentation of a plumbing inspection. 		
(S) 410.550	The area is free from rodents, cockroaches and insect infestation.			
	<u>Bathroom(s)</u>			
(S) 410.509	Floors and walls up to a height of 48" are constructed of non-absorbent material that is easily cleanable.	<ul style="list-style-type: none"> • Floors made easily cleanable materials (e.g., tile, linoleum). • Wood floors are finished with a non-absorbent coating. • Walls are easily cleanable (e.g., wallpaper, tile, washable). • Walls and floors are in good repair (e.g., no holes, cracks). 		
(S) 410.180	There is sufficient water pressure to both hot and cold water fixtures.	<ul style="list-style-type: none"> • QE Specialist to check each water source. • QE Specialist may require documentation of a plumbing inspection. 		
(S) 410.252	Each bathroom contains at least 1 electric light fixture in good repair.	There is adequate lighting for the entire bathroom, including toilet stalls.		
(S) 410.150 (D)	Toilet(s) and washbasin(s) are free from visible leaks, clogging and loose or cracked pipes.	Toilets and washbasins are easily cleanable (no worn, cracked or pitted areas).		
	<u>Bathrooms</u> (cont.)			
(S)	If there are no openable windows, then mechanical			

REG. REF.	REQUIREMENT	GUIDELINE	✓	COMMENTS
410.200	ventilation is provided.			
(S) 410.150 (B)(3)	If the bathroom contains more than 1 toilet, each toilet has walls or partitions which afford privacy.	Walls or partitions must include a door for privacy.		
	There must be the following number of toilets: 1 - 15 employees 1 toilet 16 - 35 2 36 - 55 3 56 - 80 4 81 - 110 5 111 - 150 6 Over 150 1 additional toilet fixture for each additional 40 employees	<ul style="list-style-type: none">• "Employees" include individuals and staff.• Requirements of the Federal Occupational Health and Safety Administration of U.S. Department of Labor (OSHA).		
	<u>Interior Stairways And Hallways</u> All stairways are in good repair; treads, risers and railings are safe.	<ul style="list-style-type: none">• Railings are secure.• Balusters are not missing.• If wood railing, the surface is smooth; if metal it is free from rust.• Floor boards not broken or rotting.• Width and height can be used safely.		
(S) 410.503 (D)	Railings have balusters placed at no more than six inches apart.	If constructed or replaced <u>on or after August 27, 1997</u> , the spacing is no greater than 4 ½ inches.		
	All stairways are unobstructed.	<ul style="list-style-type: none">• There is no obstructions to prevent free access to stairs.		
	Every stairway has a secure handrail on one side at least 36" high and in good repair.	May need hand rails on both sides depending on needs of individuals.		
(S) 410.253	All hallways, passageways, foyers and interior and exterior stairways are provided with light fixtures in good working order and reasonable use.	There is adequate lighting for safe use.		

REG. REF.	REQUIREMENT	GUIDELINE	✓	COMMENTS
(B)	<u>Fire Prevention Systems</u>	The type of fire prevention system required will depend on the designation "Use Group" in the State Building Codes.		
(DMR) 7.07(3)	<u>Smoking Areas</u>	For smoking areas the following applies: <ul style="list-style-type: none"> • The smoking areas is remote from other commonly used areas of the building. • Metal ashtrays are used. • Flammable or combustible materials are not located in or near the smoking area. 		
(S) 410.200(A)	<u>Heating And Electrical Equipment</u> Heating equipment is adequate and operational.	QE Specialist may require documentation from an authorized service representative.		
(S) 410.255	Electrical service (amperage) is sufficient to meet the intended use (for the type of equipment planned to be used by individuals and staff).	QE Specialist may require documentation from a licensed electrician.		
(S) 410.256	There is no electrical wiring passing across frequently traveled floor areas, passing under floor coverings such as rugs or mats, or extending through doorways or other openings.			

REG. REF.	REQUIREMENT	GUIDELINE	✓	COMMENTS
	<p><u>Heating And Electrical Equipment</u>, cont.</p> <p>All wall receptacles, conduit boxes and/or other sources of electricity are covered.</p>	<ul style="list-style-type: none"> • Electric outlets are not missing pieces such as light switch wall plates. • Circuit breakers and fuse boxes are enclosed. • Wiring is not exposed. 		
(S) 410.353	<p><u>Asbestos</u></p> <p>All asbestos material is maintained properly, in accordance with the State Sanitary Code.</p>	<ul style="list-style-type: none"> • Asbestos is not exposed (especially around pipes and the heating system. • QE Specialist may require documentation from the Local Health Inspector). 		
	<p><u>Entrances, Exits, And Exterior Stairways</u></p> <p>Each floor has at least 2 usable exits.</p>	<ul style="list-style-type: none"> • There are 2 exits from each floor. Elevators are not considered a means of egress in an emergency. • Stairways and other means of egress (e.g., fire escapes) can be safely used by individuals. 		
410.503(A)	Each exterior stairways has a secure handrail on one side that is in good repair.			
(S) 410.501	<p><u>Exterior (In Free-Standing Buildings)</u></p> <p>There is no evidence of leaks in the foundation or exterior walls.</p>	<ul style="list-style-type: none"> • There is no water stains or standing water in the basement. 		
(S) 410.505	Exterior of building is in safe condition.	<ul style="list-style-type: none"> • QE Specialist may require documentation of inspection from the Local Building Inspector. 		

REG. REF.	REQUIREMENT	GUIDELINE	✓	COMMENTS
(DMR) 7.07(5)(b)	<p><u>APPEARANCE, DESIGN AND LOCATION</u></p> <p>The work/community support is located in a business district whose general design features do not emphasize the services separateness or difference. Individuals have access to the same community services and resources used by other people (e.g., cafeteria, restaurants, banks).</p>			

**DEPARTMENT OF MENTAL RETARDATION
OFFICE OF QUALITY ENHANCEMENT**

B. AAB SITE FEASIBILITY ASSESSMENT

Work/Community Supports

QE Specialist:

Provider: _____ Proposed Location: _____ Date:

115 CMR 7.08. A barrier-free environment shall be required in locations providing supports and services by the Department and used by persons with substantial mobility impairment, in the extent necessary to permit access to the supports, services, personal, and common areas.

The following check list is based on the regulations of the Architectural Access Board, **521 CMR, 2.00 and 3.00**. It must be used for a new work/day service intending to serve "physically handicapped persons" as defined in Massachusetts General Law, **Chapter 22, Section 13A:** "Physically handicapped person, a person confined to a wheelchair; a person who, because of the use of braces or crutches or because of the loss of a foot or leg, or because of an arthritic, spastic, pulmonary or cardiac condition, walks with difficulty or insecurity; a person who, due to a brain, spinal or peripheral nerve injury, suffers from faulty coordination or palsy; a person who is blind or whose sight is so impaired that, functioning in a public area, he is insecure or exposed to danger; a person whose hearing is so impaired that he is unable to hear warning signals; and a person whose mobility, flexibility, coordination, and perceptiveness are significantly reduced by aging."

This checklist will also be used for an existing work/day service which, not previously having served persons with mobility impairment, now wishes to do so.

Note: Those items marked "B" are required when providing services to individuals with visual impairments, but who are not otherwise physically impaired.

AAB CODES	REQUIREMENT	✓	COMMENTS
	<u>Site Access</u>		
20.2	Area to disembark from vehicles is provided at an accessible entrance.		
20.3	Topography or grounds are graded level at each entrance.		
22.2	Path/walkway is safe and uninterrupted by steps or abrupt changes in level greater than 1/2 inch.		i.e. Route of travel from van to entrance door.
22.3	Path/walkway is of a non-slip surface and finish material.		
	<u>Ramps</u>		
25.2	Slope of each ramp does not exceed 1:12.		i.e. For every foot of height from grade, the ramp must be 12' in length.
25.3	Ramps are not less than 48" wide, measured at railings.		
25.4	There are handrails on both sides of the ramps in pairs, one at a height of 34" and the lower one at a height of 19" measured vertically from the surface of the ramp.		
25.4	Handrails extend 12" beyond top and bottom of ramp, but need not so extend if it would cause a safety hazard.		
25.5	Ramps are of a non-slip surface. (If carpeted, carpet is unpadded and secure.)		

AAB CODES	REQUIREMENT	✓	COMMENTS
	<u>Ramps</u> , cont.		
25.6	Ramps have level platforms for turning and resting, which are 48" minimum, unobstructed by door swings, entrances, or other projections. Such platforms occur at intervals not exceeding 32', wherever a ramp changes direction, and at top and bottom of ramp.		
	<u>Entrances</u>		
26.2	Approach to the entrance is a paved walk or ramp with a non-slip surface.		
26.5	Doormats less than 1/2" thick are generally anchored. Doormats thicker than 1/2" are recessed.		
26.5	Grates have maximum openings of 1/2 inch.		
26.6	Obstacles do not impede the path of travel. There are no objects less than 80" above the floor protruding into entrance ways (e.g., suspended lights, signs, door closets).		
26.7	Any entrance not accessible by individuals in wheelchairs has a sign clearly indicating the location of the accessible entrance.		
	<u>Doors</u>		
27.2	All doors are at least 36" wide and provide an opening at least 34" wide.		
27.7	Exterior thresholds do not exceed 1/2" in height, developed in both sides. Interior thresholds are flush with floors.		
27.9	Hand operated door opening hardware is centered 36" - 42" above floor. All door hardware is operable with a closed fist.		
27.11	Egress doors open with one hand and a single effort.		
27.11	Doors in the path of ingress open with one hand and a single effort.		
	<u>Doors</u> , cont.		
27.12	Doors opening into hazardous areas (furnace rooms, loading		

AAB CODES	REQUIREMENT	✓	COMMENTS
	platform, stairs) are clearly marked; for visually-impaired persons, the doors have roughened or knurled surfaces on door opening hardware to give a tactile warning.		
28.2	<u>Stairs</u> There are no tread projections on the edge of the stairs.		
	Stairs do not have open risers on backs.		
28.3	There are handrails on both side of stairs 34" above front tread-riser intersection.		
28.6	Stair treads have a non-slip surface.		
29.2	<u>Floors</u> Floors in the means of egress have a non-slip surface.		
	29.3 Carpets are taut, securely anchored and of a material to minimize tripping.		
30.1	<u>Bathroom</u> In each toilet room at least one toilet and sink is accessible by persons in wheelchairs, or an accessible private lavatory, usable by either sex, is provided.		
	30.3 The toilet room has a minimum clear space of 60" in diameter, measured 12" above the floor. This is to allow enough room for turning and transfer.		
30.4	Sink is wall-mounted no more than 32" high and must extend 22" from wall or is counter type with clear open knee space of 30" in width and at least 27" in height to the bottom of the counter.		
	Exposed drains or pipes are recessed, insulated, or guarded.		
	There are no knob-type faucets. Lever handle faucets are operable with a closed fist.		
30.5	<u>Bathrooms</u> , cont. For bathrooms with individual stalls, at least one toilet stall is a minimum of 60" wide and 72" deep.		

AAB CODES	REQUIREMENT	✓	COMMENTS
30.5.2	Toilet stall door is 36" wide and swings out or slides.		
	Toilet stall door has self-closing hinge and a pull device to assist in closing the doors.		
	Toilet stall door lock is approximately 36" above floor.		
30.5.3	Toilet is located 18" from nearest wall and at least 42" from farthest wall.		
	Toilet has a seat 17" to 19" above the floor to the top of the seat.		
30.5.4	There are two grab bars on the back wall and one on the side wall.		
	<u>Showers - If Present</u>		
31.1	Showers can accommodate both wheel-in and transfer case.		
31.2	Shower stall is 36" by 60" minimum, with a 36" door opening.		
31.3	Shower floor is pitched to drain and is of non-slip surface.		
31.4	Shower operates by a single control lever.		
31.5	Shower stall includes a hinged padded seat, at least 16" deep.		
31.6	There are two horizontal grab bars approximately 36" above floor line in shower stall.		

AAB CODES	REQUIREMENT	✓	COMMENTS
	<u>Kitchen</u> - If Present And Used By Individuals		
33.1	The kitchen is of sufficient size to allow individuals in wheelchairs to use all kitchen facilities.		
	There is a clear space in the kitchen not less than 60" in diameter, measured 12" above floor.		
33.1.1	Counter top contains a sink and cooking unit 30" to 40" above floor.		
	There is at least 15" counter space on at least one side of cooking unit.		
33.1.7	Cooking unit is in-counter type with controls at front.		
	There is open access space for the knees and feet of wheelchair users under the counter containing cooktop and sink.		
	Oven is wall-type with bottom of door approximately 30" above floor.		
	Oven door may be either side-hinged or bottom-hinged.		
	Sink depth does not exceed 6".		
33.1.6	Plumbing pipes are recessed, insulated or guarded.		

DEPARTMENT OF MENTAL RETARDATION
OFFICE OF QUALITY MANAGEMENT, QUALITY ENHANCEMENT DIVISION
C. SITE FEASIBILITY REPORT

Provider: _____

Proposed Address: _____

Intended Capacity: _____

Employment Supports ☐ Community Supports ☐

Potentially Feasible ☐ Not Feasible ☐

Area	Comments
Interior	
Kitchen, Lunchroom and Cafeteria	
Bathroom(s)	
Interior Stairways and Hallways	
Fire Protection Systems	
Smoking Areas	
Heating and Electrical Systems	
Asbestos	
Entrances, Exits, and Exterior Stairways	
Exterior (Structural)	
AAB Requirements	

Additional Comments: _____

If you are planning to proceed with this location, please be aware that a Pre-Placement Review and an Approval to Occupy must be conducted prior to occupancy. It is also the agency's responsibility to obtain a Certificate of Occupancy or Certificate of Inspection from the local Building Authority. A Safety Plan will need to be developed with the Area Office's approval and signature.

Quality Enhancement Specialist _____ Date: _____ Attachments: ☐ ☐

Yes No

DEPARTMENT OF MENTAL RETARDATION
OFFICE OF QUALITY MANAGEMENT, QUALITY ENHANCEMENT DIVISION
D. PRE-PLACEMENT REQUIREMENTS CHECKLIST FOR
WORK/COMMUNITY SUPPORTS

Provider: _____ Address: _____ Intended Capacity: _____

General requirements that must be met before individuals attend in the work/community support	YES	NO	Comments
1. Certificate of Occupancy for applicable Use Group has been secured from Building Inspector. Board of Health, Local Fire Authority approvals have been obtained as applicable.			
2. Requirements of the Site Feasibility Assessment are met.			
3. Fire protection system (as applicable) is operational. (Either test system or verify current inspection).			
4. First-Aid supplies are in place.			
5. Heating system is functional (current inspection).			
6. Plumbing system is operational (adequate water pressure).			
7. Ventilation is in place. Screens are in place for windows used for ventilation.			
8. Electrical work is complete and operational.			
9. Telephones are functional.			
10. Bathrooms and kitchen (where applicable) are ready for use. (e.g., soap dispenser, paper towels).			
11. Approaches to building are safe-(e.g., walkway, stairways, ramps, exit lights.)			
12. Each required egress is usable.			
13. Premises appear to be in safe and sanitary condition.			
14. A Search Plan is in place.			
15. A location-specific safety plan is in place (provider and Area Director signed the Assurance Form).			
16. Emergency Fact Sheets are in place (Review a sample).			
17. AAB Requirements are met (if applicable).			
18. Medication administration system is in place if the provider is or intends to become registered with DPH.			

Quality Enhancement Specialist: _____ Date: _____

DEPARTMENT OF MENTAL RETARDATION
OFFICE OF QUALITY MANAGEMENT, QUALITY ENHANCEMENT DIVISION
E. APPROVAL TO OCCUPY FOR THE EMPLOYMENT/COMMUNITY SUPPORT

To: _____ Provider: _____

From: _____ Date: _____

The Employment Support ☐ Community Support ☐ to be located at _____ was assessed for compliance with applicable DMR Requirements.

- ☐ The work/community support is now suitable for individual placement. This constitutes your **Approval to Occupy**.

Comments:

- ☐ The work/community is not suitable for individual placement until the following corrections are made:

Signed by: _____ QE Specialist: _____ Date: _____
Agency Representative/Title

Correction Confirmation (When work/day support was not suitable for individual placement):
Site Visit ☐ Written (attached) ☐ Other ☐

The work/community support is now suitable for individual placement.

QE Specialist: _____ Date: _____

NOTE: An Approval to Occupy is neither a Certification nor a Certificate of Occupancy.

